Asset Library Guide – Tablet

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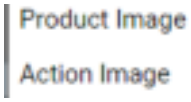
HOW TO FIND A PRODUCT/ACTION IMAGE

1. Go to https://library.makita.com.au
2. Tap on

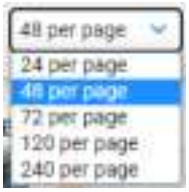
for more search options
3. On the top left-hand side, enter the product code or keyword in the **Search** bar. Make sure the Products box is ticked as per below

4. Partial search is possible by adding an asterisk * at the end of the search. E.g., TD001* will return all assets tagged with TD001 partially in it
5. There are 2 types of images. Product Image & Action Image. Select the image type you want or if you leave it blank it will search both image types. Then, tap on **Search**



6. You can view your search results in 3 different views – large thumbnails, strip view or list view

7. You can sort out/find your results by relevance, ascending/descending order & number per page. The page up/down arrow is located middle right-hand side



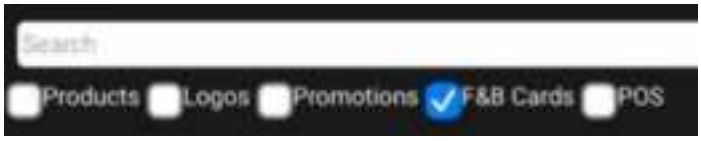
8. To find more than one product, you can conduct a bulk search. Tap on **More**, then **Bulk Search**, located on the left-hand side next to Advanced Search
9. Enter a list of product codes into the search box (one code per line). Make sure Products box is ticked & select your image type or leave it blank. Then tap on **Submit & Download**

10. A small pop up will appear. Tap on **Download**

11. Tap on and select the zip folder you just downloaded. The downloaded zip folder can be found in your **Files** folder under **Favourites - Downloads**

HOW TO FIND F&B CARDS

1. Go to https://library.makita.com.au
2. Tap on More... for more search options
3. On the top left-hand side, enter the code or keyword in the **Search** bar. Make sure the F&B Cards box is ticked as per below. Then, tap on **Search**



HOW TO FIND A PROMOTION IMAGE

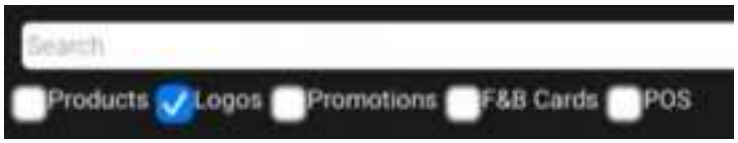
1. Go to https://library.makita.com.au
2. Tap on More... for more search options
3. On the top left-hand side, enter the code or keyword in the **Search** bar. Make sure the Promotions box is ticked as per below. Then, tap on **Search**

HOW TO FIND A POINT OF SALE (POS) IMAGE

1. Go to https://library.makita.com.au
2. Tap on More... for more search options
3. On the top left-hand side, enter the code or keyword in the **Search** bar. Make sure the POS box is ticked as per below. Then, tap on **Search**

HOW TO FIND A LOGO IMAGE

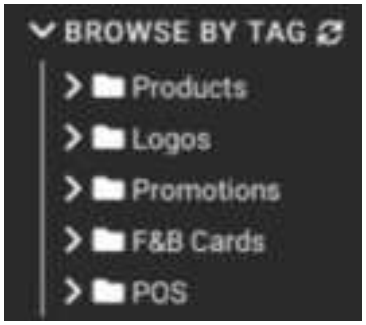
1. Go to https://library.makita.com.au
2. Tap on More... for more search options
3. On the top left-hand side, enter the code or keyword in the **Search** bar. Make sure the Logos box is ticked as per below. Then, tap on **Search**



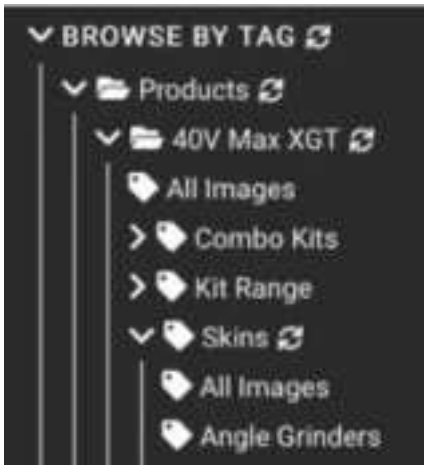
HOW TO BROWSE BY TAG

1. Go to https://library.makita.com.au
2. Tap on **Browse**, which is located on the left-hand side of your screen

3. Tap on **Browse by Tag.** Here you can browse by different categories – Products, Logos, Promotions, F&B Cards & POS



4. Tap on the arrow if you want to refine your search. For example, to find all XGT 40V Angle Grinders, continue to tap on the arrow until you find the desired sub folder
   Products → 40V Max XGT → Skins → Angle Grinders



HOW TO DOWNLOAD AN IMAGE

1. Tap on the image you want to download
2. Select the resolution option (if available) & tap **Download**

3. A small pop up will appear with the options to **View** or **Download**

4. If you select View, the image will appear on your screen. Then tap on this icon which is located top right-hand corner of your screen. Here, you have quite a few options to copy/save image, send image to your Messages, Mail, Outlook, Teams etc.

5. If you select Download, this icon will appear on the top right-hand corner of your screen once download is complete. Tap on the icon if you want to view the image. Otherwise, tap on for more options to copy/save or share image (refer to the above)

HOW TO SHARE AN IMAGE

1. Tap on the image you want to share
2. At the bottom of the image, tap on Share

3. Copy & paste URL link to recipient

HOW TO ADD AN IMAGE TO YOUR DEFAULT COLLECTION

1. Tap on the image you want to add to your Default Collection
2. At the bottom of the image, tap on Add to collection

3. The image will now appear in your Default Collection folder, which is located at the bottom left-hand corner of your screen. Alternatively, you can view your Default Collection by tapping on **Browse**, then **Collections** & selecting **Default Collection**

4. To quickly add images to your Default Collection, you can change your search results view to Line View and tap on all the images you want to add to that collection folder

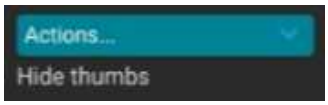
HOW TO DELETE IMAGES FROM YOUR DEFAULT COLLECTION

1. At the bottom left-hand side of your screen, tap on **Current collection** tab & select **Default Collection.**
2. Lightly tap on the image you want to delete. Three icons will appear at the bottom right-hand corner

3. To delete, tap on this icon
4. Alternatively, tap on **Browse**, then **Collections** & select **Default Collection**. Make sure your view setting is line view and tap on all the images you want to delete

5. You can also delete using the **Actions** tab, located middle right-hand side of the screen. Tap on this blank box all the images you want to delete. Then tap on **Actions** tab & select **Remove selected from collection**

6. If you want to delete all the images from your Default collection, tap on **Actions** tab and select **Remove all resources**



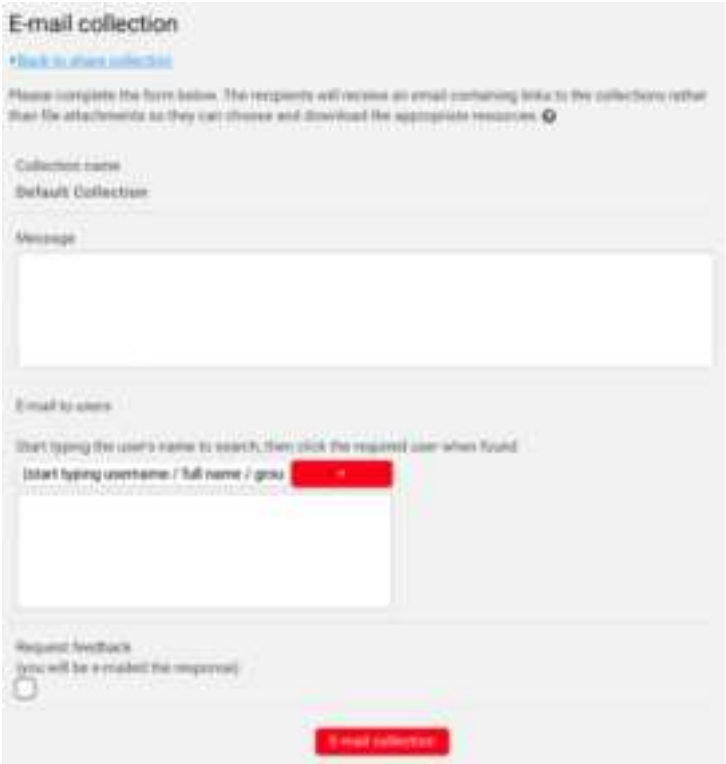
7. A small screen will pop up, tap on **OK**

HOW TO SHARE YOUR COLLECTION

1. Tap on **Current collection** or, tap on **Browse**, then **Collections** & select the collection you want to share.
2. Tap on **Actions** tab & select **Share**
3. There are 2 options to share your image – URL link or via E-mail collection
4. To share via URL link – copy & paste URL to recipient

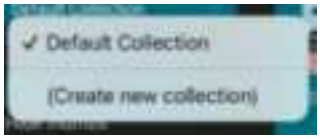
Share collection
E-mail collection
Use the URL below to link the recipient directly to this asset.
http://35.161.103.140/?c=4093

5. To share via E-mail, tap on **E-mail collection**
6. Enter your message & email address and tap on **.** Then tap on **E-mail collection**

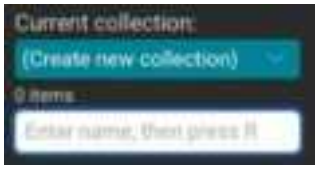


HOW TO ADD YOUR OWN COLLECTION

1. Tap on **Current collection** tab & select **Create new collection**



2. Enter the name of your collection, then tap on **Return**

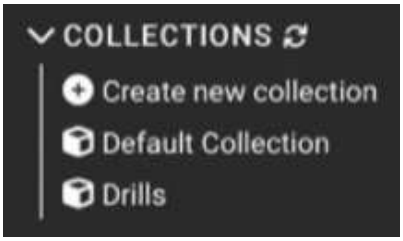


3. Your newly added collection should now be part of your Current collection
4. Alternatively, tap on **Browse**, then **Collections** & select **Create new collection**

5. Enter the name of your collection, then tap on **Save**

HOW TO COPY IMAGES FROM ONE COLLECTION TO ANOTHER

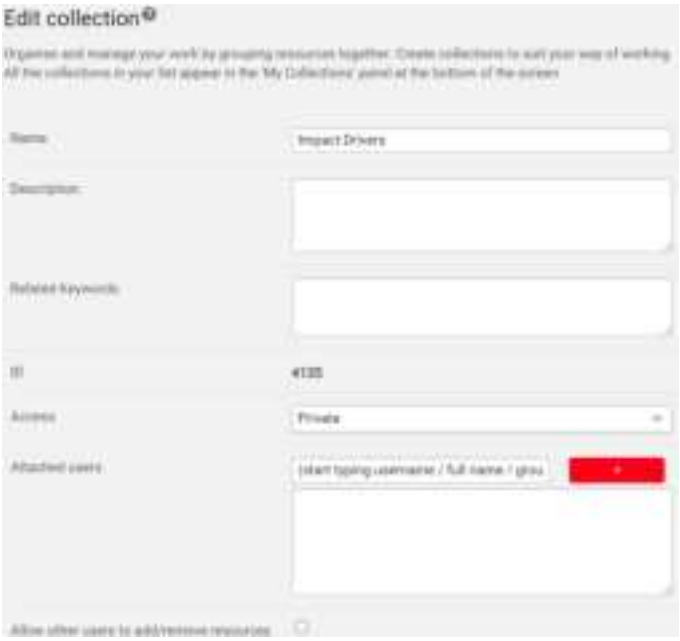
1. Tap on **Current collection** or, tap on **Browse**, then **Collections** & select the collection you want the images to be copied over. For example, Drills



2. Tap on the **Actions** tab & select **Copy from collection**
3. You can copy from any collections you have saved in the asset library. Then tap on **Copy**

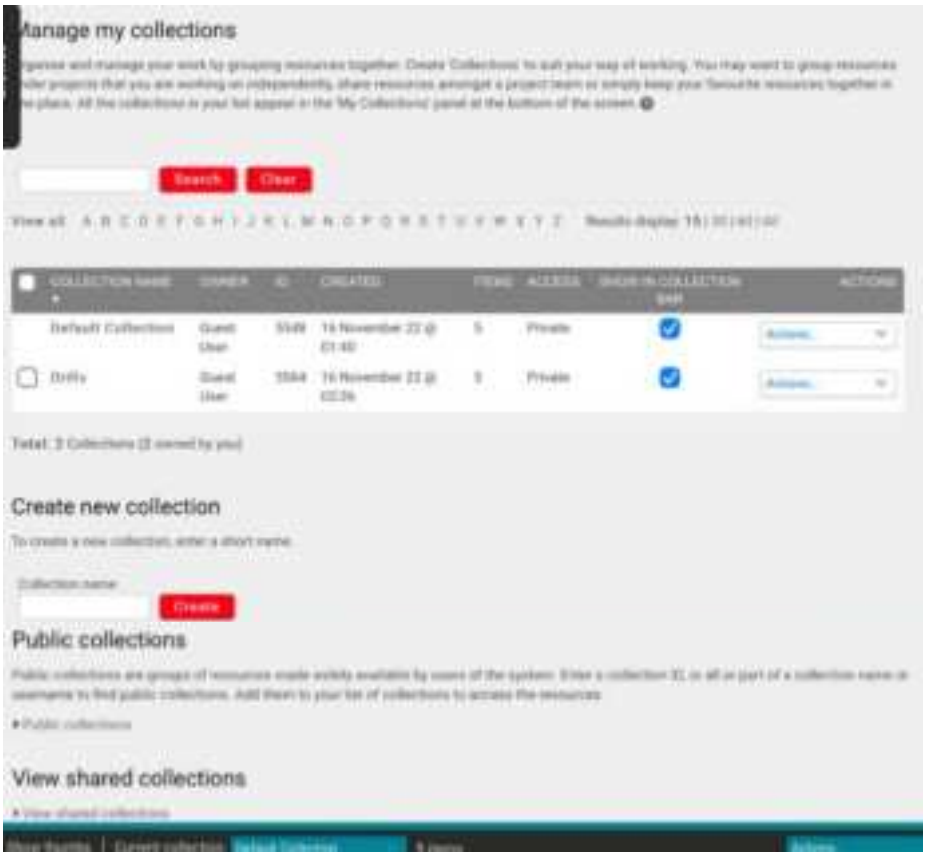
HOW TO EDIT A COLLECTION

1. Tap on **Current collection** or, tap on **Browse**, then **Collections** & select the collection you want to edit
2. Tap on the **Actions** tab & select **Edit collection**
3. Here you can rename your collection, add a description, change access level either public or private & share your resources with other users.



4. Then tap on **Save**

5. Here you can manage all your Collections. You can also create a new collection, delete collections, view public & shared collections.



HOW TO DELETE A WHOLE COLLECTION

1. Tap on **Current collection** or, tap on **Browse**, then **Collections** & select the collection you want to delete. Please note you cannot delete the Default Collection
2. Tap on the **Actions** tab & select **Delete collection**
3. A small screen will pop up, tap on **OK**

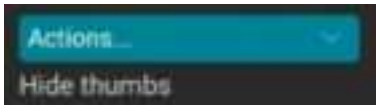
HOW TO DELETE IMAGES FROM A COLLECTION YOU'VE ADDED

1. For collections you've added, you can only delete all the images on that collection. You cannot pick & choose what you want deleted
2. Tap on **Current collection** or, tap on **Browse**, then **Collections** & select the collection folder you want to delete all your images
3. Tap on the **Actions** tab & select **Remove all resources**
4. A small screen will pop up, tap on **OK**

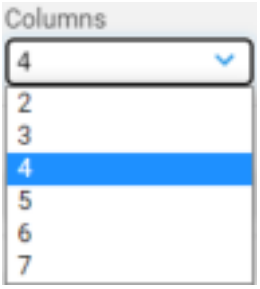
HOW TO GENERATE A COLLECTION TO A CONTACT SHEET PDF

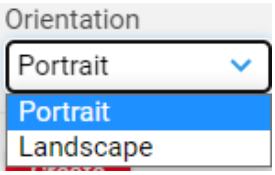
1. Tap on **Current collection** or, tap on **Browse**, then **Collections** & select the collection you want to create a contact sheet

2. Tap on the **Actions** tab & select **Contact Sheet**



3. This will take you to Contact sheet configuration. You can configure your sheet according to Display, Size, Columns & Orientation

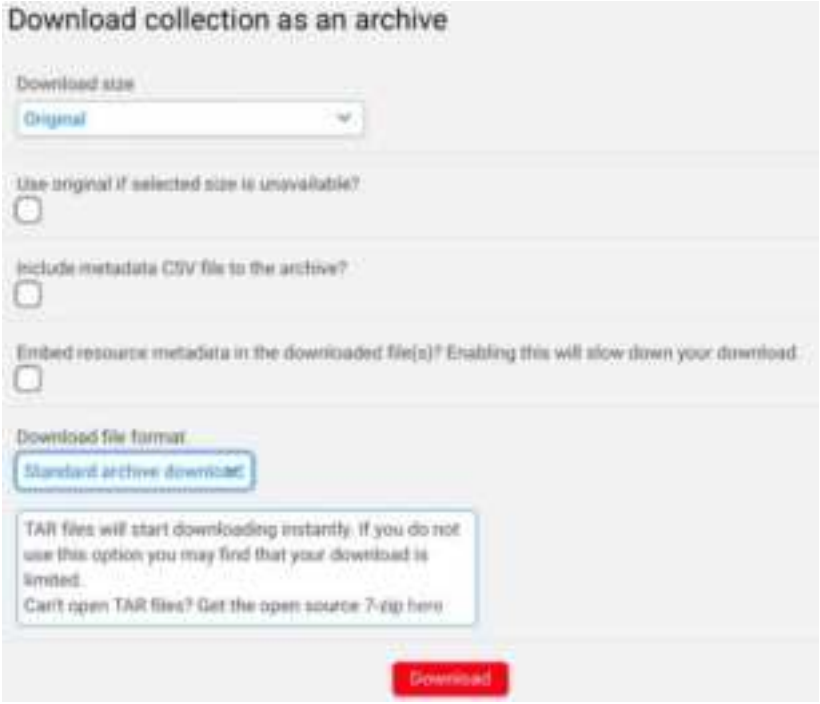




4. Once you are happy with your configuration, tap on **Create**. Then tap on this icon which is located top right-hand corner of your screen. Here, you have quite a few options to copy/save, send contact sheet to your Messages, Mail, Outlook, Teams etc.

HOW TO DOWNLOAD A WHOLE COLLECTION

1. Tap on **Current collections** or, tap on **Browse**, then **Collections** & select the collection you want to download
2. Tap on the **Actions** tab & select **Download**
3. Select the download size you want. Leave the format as **Standard archive download** & tap on **Download**


Download collection as an archive
Download size
Original
Use original if selected size is unavailable?
Include metadata CSV file to the archive?
Embed resource metadata in the downloaded file(s)? Enabling this will slow down your download
Download file format
Standard archive download
TAR files will start downloading instantly. If you do not use this option you may find that your download is limited.
Can't open TAR files? Get the open source 7-zip here
Download

4. A small screen will pop up, tap on **Download**

5. Tap on & select the zip folder you just downloaded. The downloaded zip folder can be found in your **Files** folder under **Favourites - Downloads**